

NOTICE INVITING TENDER

PREM/LHO/FIRE SAFETY/

Date:24.09.2021

ENVELOPE -1 - TECHNICAL BID

- 1) The tenders are invited in Two Envelops / Bid systems i.e. First Envelop Technical Bid (Cover –I) and PRICE Bid (Cover – II). Technical bid will be opened at first and those who qualify in the technical bid will only be allowed to participate in the Price bid.**

Technical Bid (**Cover –I**) bid will comprise of EMD in the form of Demand draft / or online payment of Rs.5,000.00 be opened as a refundable “ participation fee” at first and those qualify in the technical bid will only be **considered for opening of Financial bid** and others will be rejected.

TECHNICAL BID - (Cover –I) shall contain instructions, terms & conditions, duly signed by auditor / firms

- 2) Name, e-mail, communication address of the company with telephone number(s) of the contact person also must be clearly stated on the envelopes for easy and correct identification and contact.
- 3) **It is hereby clarified that the Bid/ response to the tender should be submitted in the exact format given herein without making any changes/alterations to the tender document. Any *change/alteration made to the tender document by the participant would make his Bid/ response to the tender void and the same shall be liable to be rejected by the Bank without further going into the merits of the tender.* It is also clarified that in case of any difference/change between Bid/ response to the tender document submitted by the participant and the tender document maintained by the Bank, would be considered as authentic and binding on the participant.**
- 4) **No proposals will be accepted after the last date & time of submission of the tenders.**
- 5) **Amendment: At any time before the last date and time for submission of response to the tender, the Bank may, for any reason, modify the tender document, by an amendment that would be displayed on Bank's Website www.sbi.co.in; the Bank would**

make no other intimation in this regard. It would be the sole responsibility of the firm to submit bid / proposal incorporating amendments, if any.

- 6) **Disclaimer:** The tender would bind neither the Bank in any contract nor in an offer of an assignment/contract. The Bank reserves the right to accept any bid/ proposal or reject any or all the bids/ proposals received in response to the tender and to cancel the entire process at any time prior to award of the assignment/contract, thereby without incurring any liability to the affected respondent/s. The Bank shall not be bound to offer any reasons for such acceptance/ rejection nor shall entertain any correspondence with the rejected respondents in this matter. The Bank reserves the right to cancel the empanelment process altogether at any time for any reason whatsoever. Purely as the discretion of the Bank.

OTHER TERMS AND CONDITIONS

- 7) The fire safety auditor or firm must arrange for the conveyance, lodging expenses, men and material required for conducting the safety audit at their cost. **All the rates quoted against each category must include Conveyance, Lodging Expenditure required for men and material. No further enhancements in the quoted rates are permissible.**
- 8) Adequate care should be taken by the auditor during the verification, measuring and recording of the data.
- 9) Any damage to the Bank's property, equipment's under testing and measurement during the fire safety audit will be charged to the firm or deducted from the payment due to the fire safety auditor / consultant.
- 10) Bank will not be responsible **for any accidental injury** to any of the operating personnel involved in the audit procedure. Personnel should be well trained and should have adequate knowledge of fire safety aspects and handling of fire safety equipments.
- 11) The Fire auditor should submit Excel based audit reports or any other soft form (soft copy) to the Fire Officer at LHO and also to the branch and the Zonal Security Officer as per the format given by the Bank along with the hard copy duly certified by the Branch Manager.
- 12) The copy of the contact number, ID card and authorization letter of the auditing person(s) must be intimated to LHO and branch well in advance for necessary coordination.
- 13) In case of non submission of report on the required format/required number of copies; the Bank may not release the payment for the audit.
- 14) Over writing should be avoided and corrections if any should be duly authenticated.
- 15) No inconvenience should be caused to staff/customer during working hours while conducting the fire safety audit.
- 16) If the bank finds that the Auditor has not completed the fire safety audit task up to its satisfaction, the bank reserves the right to ask for re auditing the premises without any additional cost to the bank.
- 17) The firms/individual will be liable to arrange insurance cover for its employees / engineers etc., involved in the fire safety audit work and the bank would not be liable to pay any damages etc. in case of injury / death of its employees/individuals.

- 18) Any unsafe condition or situation arising/ observed during the course of doing the job should be stopped immediately and report to the Branch Manager.
- 19) The Fire Auditors / Fire Consulting Firms shall be responsible for the application and compliance of labour laws, all other social security enactments applicable to such work & workmen and compensation for injury and accident to person(s), if engaged by him for the job.
- 20) Smoking and Tobacco/alcohol consumption by Fire Auditors is prohibited on work site.
- 21) Any injuries sustained by the Fire Auditors / Fire Consulting Firms at the work place during the performance of fire safety audit in the branch premises will be at his sole-responsibility.
- 22) The Fire Auditors / Fire Consulting Firms must clearly understand that he is bound by the contract to ensure all necessary personal protective equipment's are used, as required, for a particular job. **The Fire Auditors / Fire Consulting Firms shall adhere to all the safety measures of SBI and shall fulfill best auditing practices in the Bank.**
- 23) In case of any dispute the procedure (**under Arbitration Act**), as laid down in documents, will be taken recourse to. The courts at Chandigarh shall alone have jurisdiction in this regard.
- 24) The Fire Auditors / Fire Consulting Firms shall maintain total and complete secrecy and hereby assures not to communicate or allow to be communicated to any person or divulge in any way or manner, any matter/information relating to the ideas, concepts know-how, technique, data, facts, figures, constituents and all information gained during the work, what so ever, concerning and relating to the bank and its constituents.
- 25) The Fire Auditors / Fire Consulting Firms shall not disclose or divulge any information regarding the security of the branches and the status of fire fighting capabilities, preparedness to any other person in any way or manner and in case of breach of these terms the Bank will be entitled to take any action as per the law.
- 26) ***The Fire Auditors / Fire Consultation Firms shall not use logo and name of the State Bank of India on their letter head, sign board and rubber stamp etc.***

SCOPE OF WORK FOR FIRE SAFETY AUDIT

1. Fire Safety Audit of approximately 450 branches/offices shall be carried out as per the **prescribed format provided by the bank**. The total no of branches/Offices mentioned is **tentative** and may vary. Three copies of the reports shall be prepared with signature/Seal of the Branch Manager.
 - a) **One copy** of it will be submitted to the Branch Manager.
 - b) The **second copy** of the Fire Audit report duly acknowledged by the Branch Manager under his seal shall be submitted to the Premises & Estate department at the Local Head Office along with the bills to be paid. **Once the audit reports scrutinized & uploaded by the Fire Officer these will be forwarded to the RBO's/ AO's alongwith bills for release of payment and compliance.**
 - c) The **third copy** of the fire audit report should be submitted to the respective Chief Manager (GB) / Officer nominated at Administrative Office. The bank can ask for additional copies if required.

2. The fire safety audit should be carried out with the view of the following points and standards like **National Building Code-2016, IS: 2190, IS: 15683 etc.** The audit report should be comprehensive of all the particulars and important points are as under:

- a) Total Carpet Area (Sq ft.), Classification of Building and Electrical Load (in KW).
- b) General Housekeeping & Fire Load.
- c) Storage racks in Stationary/Record room kept at a safe distance from electrical points / switch / junction boxes.
- d) Physical inspection of the building with reference to applicable Indian Standard, State Fire Safety norms, NBC 2016, other relevant codes of Practice & Identifying fire hazards.
- e) All fixed Fire Fighting Installation of building (e.g. Hydrant, wet riser, sprinkler, hose reel hose etc.
- f) Review & Testing of protection device/system of all fire installations in the building like Automatic Fire Detection & Alarm system / Auto dialer / fire extinguishers etc and their details of validity of Annual Maintenance Contract (AMC).
- g) Requirement for the server and ups room (Server & UPS room's walls, False Ceiling, Fire resistant doors, Timer device of AC Units).
- h) Exit and Evacuation Preparedness.
- i) Inventory of fire extinguishers and their servicing and maintenance record.
- j) Training of staff and security personnel from the fire safety point of view.
- k) Checking and raising awareness of Staff members/ employees occupying the premises.
- l) Review of flammable substances in the Premises like LPG gas cylinder used in Pantry etc.
- m) Operational Procedures and efficiency of Diesel Pump, Jockey Pump.
- n) Inspection and authentication of Installed Fire Suppression System; i.e. Fire Pumps, Sprinkling System, Fire Lines, Valves, Hoses, Hydrants and Hose reels.
- o) Inspection of Fire Extinguishers and Automatic Fire Detection and Alarm system.
- p) Testing should be done appropriately with help of internal team of the Bank staff.
- q) Verification of occupants" response to FIRES, and their capacity to handle FIRE.
- r) Review of Escape Routes and Signage etc.
- s) Review of Occupants" knowledge on the use of Fire extinguishers.
- t) Electrical fire safety should be checked, some of the points are as under:
- u) Main Supply Switch / MCB to cut-off the electric supply to entire branch has been marked and known to security guard / branch staff.
- v) Whether MCCB/MCB/ELCB is provided and apparently in order.

- w) All equipment like Air Conditioning units, Distribution / Junction boxes, Server, Computer units etc have been given supply through an MCB (Miniature Circuit Breaker) of proper capacity.
- x) Are electrical wires properly covered /insulated to prevent short circuiting etc.?
- y) Are wires properly attached to fixtures, plugs, circuit breakers, and other equipments?
- z) Are electrical covers in place for junction boxes Outlets and panel boards? Electrical audit last carried out. **The Proforma of Fire Audit Report is given in this Tender should be properly filled and information / details checked furnished**

i. **The PRICE BID-II.**

The Price bid of successful technical bidders will only be opened.

- ii. Rate-Contract will be valid for 12 months from the date of the issuance of work order. No price hike shall be permitted during this period. The same rates may be extendable on the same terms and conditions for a period of one more year at the sole discretion of competent authority of bank and may be reviewed on the basis of market trend.
- iii. Since, task is to be completed in a time bound manner, the work will be allotted AO / Module wise. Each Module is having around 250 plus branches and those bidders who give their consent of acceptance to L-1 rates will be awarded one Module of Fire Audit of all the branches and will have to complete the Audit within four Months from the date of allotment. However the discretion to award the Module will be at the discretion of bank. However, the award of work shall be at the sole discretion of the bank depending upon the qualification & number of successful bidders in e-reverse auction. For easy monitoring, effective control, easy follow up without spill over of Branches to other zones, RBO wise allotment shall be considered and Module having maximum number of branches will be awarded to L-1, bidder, L2, L3, L4, L5 subject to their acceptance of L-1 rates.
- iv. It will be mandatory to accept work of regions comprising of urban semi urban as well as rural branches and also Bank has a right to allot the work / areas / region to any Firms as per banks requirements.
- v. In the event of non-acceptance of L-1 rates by other Firms, the L-1 Firm will be required to undertake 100% work of all Zones, failing which penalty clause of forfeiture of Security Deposit will be invoked.
- vi. In case any firm/contractor failed/refused to undertake the allotted work due to any reason, the clause of forfeiture of Security Deposit will be invoked and the work allotted

to the firm will be distributed among other empaneled firm/contractors in the ratio decided by the bank.

- vii. Bank reserves the right to allocate any region or branch as per their requirement of the bank to the empaneled Auditors at the L-1 rate.
- viii. Bank reserves the right to depanel the Fire Safety Auditor/firms at any stage in the event of failure of Non response, Non commitment and Non completion of the assigned task as per tender terms and conditions.
- ix. ***Bank reserves the right to review the list of the panel of Auditors, If qualifications of fire safety auditors is amended.***

EXECUTION OF CONTRACT / TRANSFER AND SUBLITTING:

- x. The Agencies/Firms shall be solely responsible for the execution of the contract and the whole contract is to be executed to the entire satisfaction of the Bank.
- xi. The Contractor shall not be sublet, transfer, assign or otherwise part with the contract to any person, firm or company directly or indirectly, or any part thereof.
- xii. In case of any deviation of the said instructions is detected / observed during the currency of the contract the said auditor/firm/agency would be liable to be de-listed /depaneled from the bank.

PERFORMANCE GUARANTEE DEPOSIT & PENALTY:

- xiii. In case, the firm fails to carry out the audit work within the stipulated time i.e. 30/60/ 90 days from issuance of the work order, the Bank shall impose a penalty of **Rs.100/ per branch per week** for the remaining branches till the completion of the work.
- xiv. Bank Guarantee / Security Deposit of Rs 5,000/- shall be deposited with the Bank till completion of the allotted work from the date of awarding the contract. In case firms/ auditors fail to carry out the Audit work the bank reserves the right to cancel the whole contract, partially or fully and forfeit the Security deposit and allot/award the contract to any other firm at the sole discretion of the bank.
- xv. This penalty shall not apply in case of delays caused by so called acts of God / Riots/ Bandhs / Civil Disturbances etc. to the satisfaction of the bank.

MODE OF PAYMENT:

- xvi. The bills shall be paid by the respective AO / RBO office, **after receiving the satisfactory audit reports, scrutinized and endorsed by the Fire Officer** of the LHO, Chandigarh.

- xvii. **No advance payment will be made by the Bank.**
- xviii. Taxes shall be paid extra as applicable.

Signature of the Fire Auditors / Consulting Firms

PROFORMA

STATE BANK OF INDIA FIRE SAFETY AUDIT FORMAT

- i Branch Code
 - ii Name of the Branch /Office
 - iii Circle/ Network/ ZBO/RBO
 - iv PF No and Name of Fire/Security Officer
 - v Date of Audit by Fire/Security Officer
 - vi Last Fire Audit Date and Status
 - vii Branch Manager's Name-PF No and mail ID
 - viii BM's Mobile No.
 - ix Controller-1 PF No and mail ID
 - x Controller-2 PF No and Mail ID
 - Branch Address
 - ii PIN
 - xiii Telephone Number with STD code
 - xiv No. of floors
 - xv Total Carpet Area(Sq ft)
 - xvi Classification of Building High Rise/ High Rise Mixed/ Occupancy
Low Rise/ Low Rise Mixed Occupancy
 - xvii Building Type Owned Rented
 - xviii Electrical Load (KW)
 - xix Date of the last Electrical Audit
(Optional)
 - xx Any Fire Incident in the Past Yes No
- FIRE OFFICER/AUDITOR REMARKS**
- A FIRE PREVENTION MEASURES**
- 1 All old disposable records, broken furniture etc accumulated at the premises have been cleared.
Yes /No
 - 2 Combustible leaf litter / waste papers etc in and around the branch is removed / cleaned periodically.
Yes /No
 - 3 No Stationery / Records are stored / kept in the System / UPS room. Yes /No
 - 4 Storage racks in Stationery / Record room kept at a safe distance of 3ft from electrical points / switch / junction boxes.
Yes /No
 - 5 In the pantry / canteen, commercial LPG is used Yes /No/ Not Applicable
- FIRE OFFICER/AUDITOR REMARKS**

B SERVER AND UPS ROOM

1 (a) Server room walls have brickwork and plaster finishing and extended upto ceiling with 1 hour fire resistant door

Yes/ No

(b) Server Room have dual AC units having timer circuit device with independent circuit

Yes /No/ Not

Applicable

2 (a) UPS room walls have brickwork and plaster finishing and extended upto ceiling with 1 hour fire resistant door

Yes /No

(b) Whether Exhaust fan installed in UPS Room Yes /No/ Not

Applicable

FIRE OFFICER/AUDITOR REMARKS

C ELECTRICAL SAFETY

1 Main Supply Switch / MCB to cut-off the electric supply to entire branch has been marked and known to security guard / branch staff.

Yes /No

2 Whether MCCB/MCB/ELCB are provided and apparently in order Yes /No

3 All equipment like Air Conditioning units, Distribution/Junction boxes, Server, Computer units etc have been given supply through an MCB (Miniature Circuit Breaker) of proper capacity

Yes /No

4 (a) Are electrical wires properly covered/insulated to prevent exposure of wires?

Yes /No

(b) Are wires properly attached to fixtures, plugs, circuit breakers, and other equipment?

Yes /No

(c) Are electrical covers in place for junction boxes, Outlets, and panel boards?

Yes /No

5 Power supply to record / Stationary room is made through Plug and Socket arrangement ?

Yes /No

6 Water accumulation / seepage in the premises and dripping on electrical gadgets

Yes /No

7 Sticker related to fire safety, switching off power and energy saving etc are pasted in the branch

Yes /No

FIRE OFFICER/AUDITOR REMARKS

D

FIRE PROTECTION/FIRE CONTROL EXTINGUISHERS AND FIRE ALARM SYSTEM

1 Are fire extinguishers available in the following work area and clearly marked and accessible?

A. System/ UPS Room: CO2 (3 Kg/ 4.5 Kg)

B. Banking Hall : Water CO2 Type

C. Stationery Room : Water CO2 Type

Yes/ No

2 Are Fire extinguishers mentioned in Col D1 refilled and inspected regularly? Yes/No
If yes, mention Date of last refilling

3 During re-filling, was it operated by the occupants of the site ? Yes/ No
If yes mention date of demonstration certificate.

4 Is automatic fire detection and alarm system installed in the branch? Yes/ No/ Not
Applicable

4a Is the automatic fire detection and alarm system in working condition? Yes/ No/ Not
Applicable

5 Is auto dialer with automatic fire detection and alarm system installed in the
branch?

Yes/ No/ Not

Applicable

5a Is auto dialer installed with automatic fire detection and alarm system in
working condition?

Yes/ No/ Not

Applicable

FIRE OFFICER/AUDITOR REMARKS

E DG SET/GENERATOR

1 Generator is not placed inside the premises (If Yes E2 and E3 option to be
enabled)

Yes/ No/ Not

Applicable

2 Fuel for the Main Diesel Generator Set is stored in closed container and
placed at a safe location

Yes/ No/ Not

Applicable

3 At least two 6 kg ABC or CO2- 3/ 4.5 kg capacity fire extinguisher is placed
near the Diesel Generator

Yes/ No/ Not

Applicable

FIRE OFFICER/AUDITOR REMARKS

F TRAINING AND AWARENESS

1 Does the branch guard/ other staff knows the operation of fire alarm system? Yes/ No/ Not
Applicable

2 Does the branch guard/ other staff are carrying out testing of fire alarm by
giving smoke to all the smoke detectors installed in the premises

Yes/ No

3 Testing of Fire Alarms are being recorded in Security Information Register
provided by the Bank.

Yes/ No

4 All branch staff are conversant with the location and operation of fire
extinguishers.

Yes/ No

DEVIATION

FIRE OFFICER/AUDITOR REMARKS

G FIRE EXITS AND EVACUATION

1 Are emergency exit doors clearly marked and Illuminated and evacuation
routes posted in the work areas with clear directions on how to exit?

Yes/ No/ Not

Applicable

FIRE OFFICER/AUDITOR REMARKS

H CONTROLS IN PLACE/PRACTICED FOR HIGH RISE BUILDINGS

1 Does the site have a written emergency preparedness plan? Yes/ No

2 Where lift is available a cautionary notice IN CASE OF FIRE, DO NOT USE LIFT, USE STAIRCASE ONLY has been displayed.

Yes/ No

3 Are the Floor Marshals nominated and aware of their duties and responsibilities.

Yes/ No

4 Does the site have a Fire Hydrant System ? Yes/ No

5 Does the site have automatic sprinklers? Yes/ No

6 Does the site have trained fire personnel? Yes/ No

7 Does the site have a Public Address (PA) System for notifying personnel to evacuate the site?

Yes/ No

FIRE OFFICER/AUDITOR REMARKS

I INVENTORY OF FIRE EXTINGUISHERS AT THE BRANCH Enter No.

1 CO2 Gas 3 Kg

2 CO2 Gas 4.5 Kg

3 CO2 Gas 22.5 Kg

4 Water CO2 Type 9 ltrs

5 DCP 5 Kg

6 ABC 5 Kg

7 ABC 6 Kg

FIRE OFFICER/AUDITOR REMARKS (Please mention Type of Fire Extinguisher and Quantity, if any, other than the above)

Any other important observations

External fire Auditors
Name

SIGNATURE

DATE :

ENVELOPE -2ND - PRICE BID

PRICE BID (Cover – II); Documents other than financial bid should not be enclosed in the price bid. Care should be taken not to enclose the EMD in the Financial bid.

PRICE BID

FOR CARRYING OUT FIRE SAFETY AUDIT OF THE BRANCHES/ OFFICES / CELLS IN CHANDIAGRH CIRCLE

Sr. No.	DESCRIPTION OF ITEM	RATES IN RS (INR) PER BRANCH / OFFICE (Charges for visiting, fare ,conveyance ,services, boarding, lodging, transportation, octroi, entry tax, toll tax or any local charges shall be inclusive except GST which shall be payable extra as applicable) Amount in figures & words
1	Branch / Offices falling in Plain areas Administrative Offices viz; Panchkula, Mohali, Ludhiana, Jammu (plain areas) Bathinda & Rohtak	
2	Branch / Offices falling in Hilly areas Administrative Offices Viz; Himachal Pradesh, Jammu (Hilly areas)	

2. In case the quoted rates differ in words and figures, the amount quoted in words will be taken as final.

Fire Auditor / Consulting Firm
Authorized Signatory &
Seal of the firm